

Multiple Employee Quota Overview

QUICK REFERENCE GUIDE

Use this procedure to obtain an overview of multiple employee's attendance quotas, accrual information and absence quotas. This will include information about each employee's Entitlement, Used, Compensated and total remaining balance for Annual, Sick, Comp, Military, and donated leave.

PT_QTA10

Perform this procedure when you need to check multiple employees' absence quotas

Prerequisites:

- The employee must be active in KHRIS
- You must have access to the employee
- Valid quotas must exist
- Time evaluation successfully ran for the employees



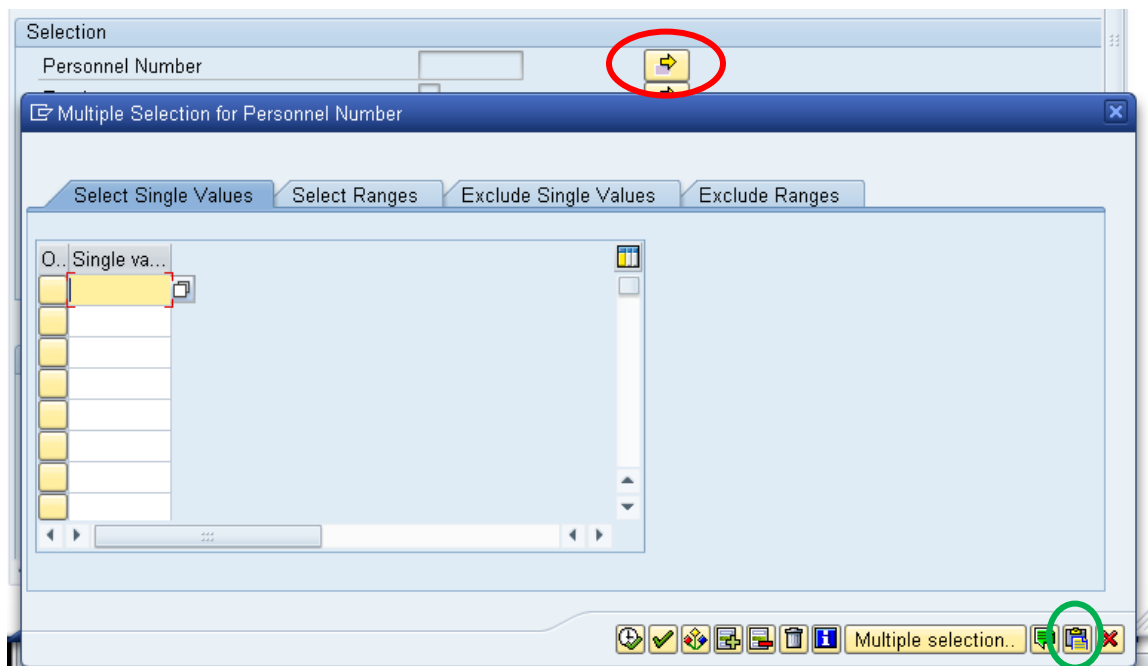
Enter the **Transaction code** in the command field



Click the green check

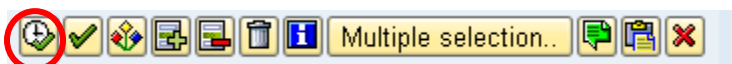
The screenshot shows the 'Display Absence Quota Information' form. At the top, there are icons for a clock, a document, a person, and a flag. Below these are three buttons: 'Further selections', 'Search helps', and 'Sort order'. The 'Period' section contains three radio buttons: 'Today' (selected and circled in red), 'Up to today', and 'Other period' (circled in green). To the right of these are three more radio buttons: 'Current month', 'From today', and 'Current year'. Below the radio buttons are two input fields for 'Period' and 'To', with a 'Payroll period' button below them.

In the period section you can select the **Today** radio button. HINT: You can also choose **other period** radio button if you want to view balances from other periods.

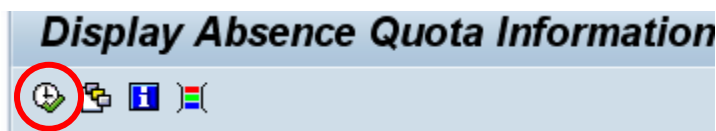


Chose the **multiple section** arrow to the right of the Personnel Number. After you click the arrow the “Multiple Selection for Personnel Number” window will open and you may enter more than one pernrr.

- HINT: You may also copy and paste several pernrs if you copy a list of pernrs, from either Excel or similar software, and use the **upload from clipboard** button.



To close the Multiple Selection window click the **copy** button in the bottom of the window.



Finally click the **Execute** button to run the report.